

Infection Prevention and Control Plan

SAMPLE

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Purpose and Scope

This Infection Prevention and Control Plan (the Plan) sets out how [Company Name] will identify, assess and control infection risks in the workplace to protect workers, clients, visitors, contractors and others from harm. It supports [Company Name]'s obligations under relevant Work Health and Safety (WHS) legislation, Public Health directions and industry standards.

This Plan applies to all operations, sites and activities of [Company Name], including:

- Disability and aged care services (in-home, residential, day programs and community-based supports)
- Commercial cleaning services (offices, schools, healthcare, retail, hospitality and event venues)
- Hospitality and events (cafés, restaurants, catering, functions, festivals and conferences)
- Retail and wholesale (shops, warehouses, distribution centres and showrooms)

The Plan covers infection risks from biological hazards such as viruses, bacteria, fungi and other microorganisms that can cause disease, including (but not limited to) respiratory infections, gastrointestinal illnesses, blood-borne viruses and emerging infectious diseases.

Objectives

The objectives of this Infection Prevention and Control Plan are to:

- Provide a systematic approach to identifying and managing infection risks in all [Company Name] workplaces and activities.
- Comply with WHS legislation, Public Health orders and relevant codes of practice.
- Protect workers, clients, residents, customers, contractors and visitors from infection-related harm.
- Establish clear roles, responsibilities and communication pathways for infection prevention and control.
- Standardise infection control procedures across disability and aged care, commercial cleaning, hospitality and events, and retail and wholesale operations.
- Support business continuity by reducing the likelihood and impact of outbreaks.

Legislative and Standards Framework

[Company Name] will implement this Plan in alignment with the following (as applicable in each state/territory):

- Work Health and Safety Act and Regulations

- Public Health Act and associated regulations and directions
- Disability support and aged care quality and safety standards
- Food safety standards (for hospitality, events and food retail)
- Healthcare-associated infection guidelines (where providing personal care or clinical support)
- Relevant Codes of Practice and guidance material issued by WHS regulators and health departments

[Company Name] will monitor changes to legislation, public health advice and industry standards, and will review and update this Plan accordingly.

Roles and Responsibilities

Officers (e.g. Directors, Executives, Board Members)

Officers of [Company Name] must exercise due diligence to ensure that the organisation complies with its WHS duties in relation to infection prevention and control. This includes ensuring that:

- Appropriate resources and processes are in place to eliminate or minimise infection risks.
- There is access to up-to-date information on infection risks and control measures.
- Effective processes are in place for receiving, considering and responding to information about infection hazards and risks.
- There are systems for compliance with WHS legal obligations.

Checklist for officers:

- Understand key infection risks relevant to [Company Name]'s operations.
- Allocate sufficient budget and resources for infection control measures.
- Receive infection control performance reports at least quarterly.
- Ensure leadership supports a culture of safety and infection prevention.

Managers and Supervisors

Managers and supervisors are responsible for implementing this Plan in their areas of control. This includes:

- Identifying infection hazards and conducting risk assessments for all tasks and environments.
- Ensuring appropriate controls (e.g. cleaning, PPE, engineering controls) are implemented and maintained.
- Ensuring workers are trained, competent and supervised in infection control procedures.

- Ensuring adequate supplies of cleaning products, PPE and hand hygiene products.
- Responding promptly to infection incidents, suspected outbreaks and non-compliance.

Examples:

- A disability service coordinator ensures staff providing personal care have access to gloves, masks, hand sanitiser and appropriate training.
- A cleaning supervisor ensures cleaners follow colour-coded cloth systems and correct disinfectant contact times.
- A hospitality manager ensures food handlers comply with handwashing requirements and exclusion periods when unwell.

Workers (Employees, Contractors, Volunteers)

All workers must:

- Take reasonable care of their own health and safety and that of others.
- Follow infection control policies, procedures and instructions.
- Use PPE and other controls correctly.
- Report infection hazards, incidents, symptoms and concerns promptly.
- Participate in training, supervision and consultation activities.

Examples of worker responsibilities:

- Disability support workers performing hand hygiene before and after every client contact.
- Cleaners following the correct dilution and contact time for disinfectants.
- Hospitality staff staying away from work when they have vomiting, diarrhoea or flu-like symptoms.

Clients, Residents, Customers and Visitors

While [Company Name] cannot impose WHS duties on clients and visitors, it will:

- Provide clear information about infection control expectations (e.g. hand hygiene, respiratory etiquette, staying away when unwell).
- Display signage and provide facilities to support infection prevention (e.g. hand sanitiser stations, tissues, bins).
- Encourage cooperation with screening processes and outbreak control measures.

Consultation, Communication and Training

Consultation

[Company Name] will consult with workers and, where applicable, Health and Safety Representatives (HSRs) on infection prevention and control matters, including: